
430.60**Public Meetings****Overview**

Introduction	This policy presents rules followed by the Iowa Department of Public Health when conducting public meetings.
Registering to present testimony	<p>Persons interested in presenting testimony may register at the meeting or in advance. Speakers are scheduled on a first come, first served basis. To register in advance, write or call:</p> <p>State WIC Director Bureau of Nutrition and Health Promotion Iowa Department of Public Health Lucas State Office Building 321 East 12th Street Des Moines, IA 50319-0075 1-800-532-1579</p>
Media inquiries	All news media inquiries concerning details of the meeting should be directed to the State WIC Director.
WIC Program information	The public is invited to contact the state WIC office before or after the meeting for information on the Iowa WIC Program or to discuss the Program.

Conduct of Meeting

Record of attendance

Observers and speakers are requested to sign in, as attendance is identified in the record of the meeting.

Guidelines for speakers

Speakers are asked to follow these guidelines:

- Each person recognized by the Chair to speak should come to the head table, give their name, and indicate the name of the organization with which they are affiliated, if pertinent.
 - Speaker comments are limited to five minutes. More time may be allowed, depending on the number of speakers.
 - The Chair will recognize speakers a second time only after all others wishing to speak have been given the opportunity.
 - The Chair will recognize multiple representatives of the same organization only after the first representative from each other organization has had the opportunity to speak.
 - Total time allotted to any one person or organization shall not exceed fifteen minutes.
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Record of meeting

All meeting proceedings are recorded and a summary of the comments is available to speakers upon request.
